

# Section I

## Comprehensive Approach Application Section

**COMPREHENSIVE APPROACH NARRATIVE:** The Narrative describes the comprehensive approach to providing permanent housing, services and treatment to persons experiencing chronic homelessness or to homeless families with a disabled adult member. The narrative may not be longer than 25 pages.

The following information should be included in the Comprehensive Approach:

### **Part 1: Documentation of Need and Extent of Problem (Points: 10)**

- Describe the community and service areas where the project will be implemented.
- Describe the characteristics of the target population to be served by this initiative.
- Give a preliminary estimate of the number of persons experiencing chronic homelessness in the target community and describe the method by which this estimate was derived.
- Describe the permanent housing, service, and treatment needs of the target population.
- Describe the existing mainstream programs and resources currently being used to fund services and treatment, the gaps in these resources and the barriers to accessing them.
- Provide an indication of the numbers of chronically homeless persons, including chronically homeless veterans, or homeless families with a disabled adult who will be served by this initiative.

### **Part 2: Soundness of Approach and Adequacy/Appropriateness of Delivery System (Points: 25)**

- List the entities participating in this initiative that will provide the permanent housing, primary health, mental health and substance abuse services, and other supportive services.
- Describe how services across multiple services systems will be seamlessly coordinated so that the target population has access to these resources.
- Describe how services will be linked to permanent housing so that the target population will be sustained in that housing.
- Describe how the target population will be moved directly from the streets or shelters to permanent housing.
- Discuss how mainstream resources will be accessed to replace funding from this NOFA in the outyears of the proposed project. (Since HHS funds decrease each year, the outyears are defined as years 2 and 3 for projects with three-year terms and as years 2, 3, 4, and 5 for projects with five-year terms.)
- Describe the other resources that will be leveraged during this initiative, either cash or in-kind contributions. Include the value of each contribution.
- Describe involvement of the target population and/or their advocates in the design and implementation of the Comprehensive Approach.
- Describe how the planning process will be continued and how the coordination of participating entities will be sustained during the life of the initiative and beyond.

### **Part 3: Capacity of the Lead Applicant and Relevant Partner Agencies (Points 20)**

- Describe the lead applicant and its experience and capacity to provide permanent housing, primary care, and/or mental health and substance abuse treatment and supportive services for the population to be served by this initiative.
- Describe the partnering entities and their experience and capacity to provide permanent housing, primary care, mental health and substance abuse treatment and supportive services for the population to be served by this initiative.
- Describe the lead applicant's ability to coordinate services and treatment with housing, either through direct service provision or by coordinating multiple agencies across different service systems.

- Describe the ability of the partnering entities to obtain necessary services for persons whose service needs are not eligible under this NOFA. This includes persons with developmental disabilities or living with AIDS and requiring home health care.
- Describe the organizational structure that is proposed by the lead applicant to manage the comprehensive approach.
- Describe the experience and capabilities of key staff both in the applicant and partnering agencies.

**Part 4: Appropriateness of Budget and Fiscal Controls (Points: 15)**

- Describe the lead applicant's ability to provide appropriate fiscal controls for this initiative.
- Describe how the comprehensive approach will be cost-effective in meeting the needs of the target population, including estimates of the total grant dollars per client and total cost per client.

**Part 5: Collaboration (Points: 20)**

- Describe what approaches will be taken with local and state agencies responsible for public benefits such as Medicaid, SSI certification, TANF, food stamps, mental health and substance abuse block grants and social service block grants. Also describe what approaches will be taken to establish relationships with faith-based and community organizations, local charities, the private sector, and foundations.
- Describe how clients will be assisted in accessing major Federal, state and local programs such as Medicaid, Medicare, TANF, SSI, SSDI, VA health care, General Assistance.
- Describe how client and program information will be coordinated and client services will be tracked through the housing, treatment and services networks. Describe the current information systems and any proposed modifications to ensure their compatibility for communication across sites and agencies.

**Part 6. Adequacy/Appropriateness of Evaluation Plan (Points: 10)**

- Describe how the lead applicant will evaluate and monitor itself and the partnering entities to assure that the goals of the initiative are being met.
- Document the appropriateness of the proposed approaches to gathering quantitative and qualitative data on the target population.
- Describe the data collection system to track the goals/objectives of the Comprehensive Approach and a system to remedy problems identified through the ongoing quality improvement process.
- Describe plans for data management, data processing, quality control and data retention, data analysis and interpretation.